

## MEETING AGENDA and NOTES

**Title of Meeting:**

**Facilitator:**

**Scribe:**

**Purpose/Objectives:**

*{Insert Agenda Here}*

**Attendees:**

**Date:**

**Via Conference call:**

**Time:**

**Absent:**

**Place:**

**Key Discussion Points**

**ACTION ITEMS:**

Action	Responsibility	Date Assigned	Date Due
1.			
2.			
3.			
4.			
5.			

**ISSUES:**

Action	Responsibility	Date Assigned	Date Due
1.			
2.			
3.			
4.			
5.			

**Other Notes:**

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**Next Time**

*Next Session (Date, Time and Location):*